Approved For Release 2003/06/17 : CIA-RDP80B01676R003200150020-1


1 June 1956

MEMORANDUM FOR: Assistant Director, Central Reference

FROM : Deputy Director/Intelligence

SUBJECT : Necessity of avoiding any compromise in interagency negotiations which would diminish the effectiveness of CIA's central reference system

REFERENCE : Report of the Inspector General's Survey of the Office of Central Reference

1. The referenced report includes the recommendation that:

> "The CIA representatives on the IAC Ad Hoc Committee on Information Processing bear firmly in mind the Director's responsibility for insuring the coordination of intelligence activities in the best national interests and, therefore, that they do not accede to the adoption of some unproven system of inter-Agency information processing which, as part of the price of acceptance, compromises in any way the ene efficient proven central reference system now operated on a community basis by CIA."

2. I am entirely in agreement with this recommendation and with the reasoning behind it. From time to time you will be tempted in the interest of budgetary or manpower savings to accept proposals from the other agencies which might have the effect of eroding the effectiveness of our own reference system. For example, it might well be argued that CIA should cease coding of Air Force reports when the Air Force is able to perform this work for itself. Such a division of labor would be desirable from an economic point of view, but it would be little short of disastrous if it meant in practice that Air Force information reports came gradually to be coded in a manner incompatible with the coding of CIA information reports.

3. Bear in mind, therefore, that the first responsibility of CIA's central reference system is to ensure that all available intelligence and information is coded by one system to meet the needs, first, of CIA itself, and second, of other agencies. Kindly see that these instructions are made known to our representatives on the AHIP Committee and to such other officers of OCR as should be aware of them.

[redacted] 25X

ROBERT AMORY, JR.


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MEMORANDUM FOR: Assistant Director, Operations
Assistant Director, Central Reference

FROM : Deputy Director/Intelligence

SUBJECT : "Reference Aids" and "Research Aids"

REFERENCE : Report of the Inspector General's Survey of the Office of Central Reference

1. The referenced survey contains the following recommendations:

"a. The 'Reference Aid' series should be immediately discontinued in FDD and the manpower used in the preparation of this publication be more properly assigned to foreign language translation and exploitation;

"b. The name 'Research Aid' in OCR should be dropped and the title 'Reference Aid' be adopted;

"c. Responsibility for meeting the Agency's and IAC's requirements for reference material belongs to OCR and when projects require outside language assistance, that Office should obtain it from FDD or elsewhere and publish the results as a 'Reference Aid', giving proper credit where appropriate."

2. OCR and OO will comply with the above recommendations.

SIGNED

ROBERT AMORY, JR.

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Next 1 Page(s) In Document Exempt

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MEMORANDUM FOR: Deputy Director/Support

FROM : Deputy Director/Intelligence

SUBJECT : Overcrowding in the Office of Central Reference

REFERENCE : Report of the Inspector General's Survey of the Office of Central Reference

1. The following are comments and a recommendation made by the Inspector General in connection with his recent survey of the Office of Central Reference:

"While it is recognized that space allocations within the Agency are at a premium and there is virtually no additional space available, consideration must be given an over-all review of space allocation within OCR even to the extent of acquiring additional space through intra-Agency shifts to alleviate some of the more pressing space problems which are now affecting efficiency and morale.

"Another undesirable space condition exists in the Graphics Register in Building 14, where the film analysts are widely separated (two floors) from the film library and the film library is widely separated from the film vaults (two floors). One of the secretaries in the Analysis Section of the Film Branch (third floor) is located in a small room on the first floor. The photographic analysts must walk the length of the entire building to consult the master file in the Photographic Library, often as many as four or five times daily. The entire building is 'creaky' and overloaded with heavy safes and tremendous film racks. In this situation, time and effort is wasted because of space conditions which require extra steps and multiple handling of material.

"The Biographic Register has requested that air conditioning be installed in the third floor of the North Building to permit that over-crowded Branch to utilize some of the unused space. OCR has been informed that the action cannot be taken because of GSA regulations to which a considerable portion of the

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rest of the Agency is already an exception.

"The conditions described above are some of the worst. In general, all of OCR is badly overcrowded and the situation is becoming steadily worse as the material continues to flow into the Agency for processing and filing. The space saving possibilities of the Minicard system are at least three years off in terms of space economy and even then will not alleviate the necessity for maintaining a large volume of hard copy material. The space situation in OCR requires an immediate and extensive survey in the interest of economy, efficiency and morale.

"It is recommended that:

"The DD/S direct the Management Staff to conduct an extensive survey of the space condition prevailing in OCR, with particular reference to those cited above, to see if some action can be taken to alleviate the current overcrowding."

2. It is requested that the Management Staff be asked to comply with the above recommendation.

ROBERT AMORY, JR.

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